



**The Governor's Office of Faith-Based
and Community Initiatives**

Request for Application

**Home Depot
Hurricane Rebuilding Grant**
(through the Corporation for National and Community Service)



DEADLINE for Submission: February 15, 2005 at 5:00pm CST

Request for Application

The Governor's Office of Faith-Based and Community Initiatives (GFBCI)

Home Depot Hurricane Rebuilding Grant

(Through the Corporation for National and Community Service)

On September 16, 2004 major Category 3 Hurricane Ivan made landfall in Southeast Alabama. The hurricane caused catastrophic damage to the coastline and then traveled north causing significant damage throughout the state. Hurricane Ivan, to date, is the largest natural disaster to ever affect the State of Alabama. Local, State and Federal officials have made tremendous progress in addressing the immediate needs after the hurricane and are now moving into long-term recovery efforts.

There are still many families, public organizations and private businesses struggling to recover. With the generous opportunity offered to the State of Alabama by Home Depot through the Corporation for National and Community Service, the GFBCI is issuing an Request for Application (RFA) to the three Alabama Counties with the highest percentage of damage due to Hurricane Ivan; Baldwin, Escambia and Mobile counties. These funds are specifically designed to assist groups that are working to rebuild community facilities such as schools, senior citizen centers, and community and youth centers in the aftermath of Hurricane Ivan.

Eligible Applicants include:

- Public or private non-profit organizations, including labor, faith-based and secular community organizations; institutions of higher education; Indian tribes; and partnerships or consortia consisting of the foregoing.
- Applicant organizations must be conducting the rebuilding project within the Mobile, Baldwin or Escambia counties in Alabama.

Award Ceiling:

- Awards will not exceed \$25,000
- Applicants cannot submit more than one (1) application

Project Timeline:

- Projects must be completed within nine months of the signed contract award date

Allowable Activities

- Rebuilding of community facilities such as schools, senior citizen centers, and community and youth centers damaged **as a result of** Hurricane Ivan. (Funds may not be used to rebuild churches or houses of worship)
- Funds may be used for materials and or manpower but projects are encouraged to leverage grant funds with volunteer hours and or donated materials.

Application Criteria

The following items must be included in order for your application to be considered for funding. Incomplete applications will not be reviewed.

1. Cover Sheet

- Agency Name
- Physical Address
- Mailing Address
- Agency Contact (Program Contact and Authorizing Official)
- Phone, Fax and E-mail
- Federal Employee Identification Number
- Project Name and Location
- Amount Requested

2. Narrative (not to exceed 5 double spaced pages, 12 point font)

- Demonstrate Need – Explain in detail the scope of the project (rebuilding must be for Hurricane Ivan related damages).
- Operational Plan with a Timeline - Explain how the project will be implemented and monitored.
- Community Collaboration – Explain how community partners will work together on the project.
- Use of Volunteers/Volunteer Mobilization Plan – Explain in detail how volunteers will be recruited and utilized in all aspects of the project.

3. Budget

- Complete the Budget Request Form (attached - also available at www.servealabama.gov Excel Form click “Home Depot Rebuilding Project”).
- A Budget Narrative must be completed for each line item requested on the Budget Request Form
- Total Budget Request cannot exceed \$25,000.
- There is **no match** requirement for this grant however, applicants are encouraged to leverage grant funds with in-kind volunteer support and material/supply donations.

Allowable Expenses

Salary and Benefits
Building Supplies
Volunteer Supplies
Travel
Public Awareness

Unallowable Expenses

Equipment Purchases over \$500
Indirect Cost
Food Purchases

4. Attachments (not included in the 5 page limit)

- Copy of IRS Non-Profit Status 501 (c) 3 Form
- Organizational Chart
- Current list of Board of Directors
- Audit Verification Letter
- 3 Current Letters of Support

Grantee Requirements

Grantees will be required to submit a mid-year and final progress report and a mid-year and final financial report. All reporting requirements will be included in detail in the grantee award contract. Grantees must comply with all applicable state and federal laws.

Grantees must begin the project within thirty days of receipt of the grant award. Grantees must submit any budget revision requests in writing to the Governor's Office of FBCI for approval prior to the spending of grant funds.

Grantees are required to acknowledge the Home Depot, the Corporation for National and Community Service and the Governor's Office of Faith-Based and Community Initiatives on all printed materials or media contacts related to the rebuilding project.

Award Process

Applications will be peer reviewed by a representative from Mobile, Baldwin and Escambia counties and representatives from the Governor's Office of Faith-Based and Community Initiatives. The Alabama Commission of the Governor's Office of Faith-Based and Community Initiatives will make the final funding decisions.

All applications **must be received** no later than February 15, 2005 at 5:00pm CST in the Governor's Office of Faith-Based and Community Initiatives. Applicants must include (1) original and (4) copies. No late or faxed applications will be accepted.

Mailing Address

**The Governor's Office of Faith-Based and Community Initiatives
Attn: Sydney Hoffman, Director Citizen Corps
100 North Union Street, Suite 134
Montgomery, AL 36130**

Questions Please Call: 334-242-7110

*If hand delivering, please bring to Suite 134.
Do not leave at information desk in the lobby!*

Home Depot Hurricane Rebuilding Project Budget Request Form

Personnel Expenses

	Position Title	Amount Requested	Percentage of Total Salary	Total Annual Salary
Salary				
Salary				
Benefits				
Benefits				
Sub Total				

Include an attached Budget Narrative sheet with a detailed position(s) description and a breakdown of benefits (eg. FICA, Health Insurance, Retirement)

Operating Expenses

	Amount Requested
Supplies	
Equipment	
Training	
Travel	
Other (list)	
Other (list)	
Sub Total	

Total Personnel Request	
Total Operating Request	
Total Grant Request	

Include an attached Budget Narrative sheet with a detailed description of all requested line items

**Home Depot Hurricane Rebuilding Project
Budget Request Form**